

**441—58.56 (234) Eligibility determination and payment.**

**58.56(1) *Duties of local administrative entity.*** The local administrative entity shall perform the following duties:

- a.* Accept the household's application.
- b.* Certify that:
  - (1) The address provided on the application is a valid address in the disaster-affected area,
  - (2) Disaster-related expenses were a result of the covered disaster,
  - (3) The household has presented reasonable documentation or receipts for expenses incurred or has reasonable estimates for eligible costs for issuance of a voucher to secure specific eligible goods or services, and
  - (4) Funds remain available.
- c.* Determine the amount of assistance the household is eligible to receive by category of assistance and provide the rationale for that amount.
- d.* Provide the signature of local administrative entity staff making the certification and the date of certification.
- e.* Notify the applicant household of the certification decision and issue to an approved household:
  - (1) Reimbursement for documented expenses, or
  - (2) A voucher to secure specific eligible goods or services.
- f.* Retain a copy of the household's Form 470-4689, Iowans Helping Iowans Unmet Needs Disaster Assistance Program, and all documentation.
- g.* Report weekly to the rebuild Iowa office regarding expenditures. Weekly reports shall be in the format prescribed in the agreement.
- h.* Complete a final reconciliation to substantiate expenditures.
- i.* Return any unexpended funds to the department within 30 days of the final expenditure or June 30, 2011.

**58.56(2) *Local administrative expenses.*** A local administrative entity may allocate no more than 5 percent of the amount of assistance provided to households as an administrative expense. Administrative expenses shall be detailed on the weekly report of expenditures.

**58.56(3) *Duties of disaster case management office.*** Designated staff in the rebuild Iowa disaster case management office shall:

- a.* Ensure that a local administrative entity is designated in each county affected.
- b.* Coordinate contact between applicants and their local administrative entity.
- c.* Support the reconsideration process.

**58.56(4) *Duties of the department.*** Designated department staff shall:

- a.* Process grant payments to the local administrative entity or its designee.
- b.* Process appeals.